



# ***JOB OPPORTUNITY***

**CALIFORNIA STATE DEPARTMENT OF INSURANCE**

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## **HEALTH PROGRAM SPECIALIST II**

**\$5,309 - \$6,451**

**HEALTH POLICY BRANCH  
SACRAMENTO**

### **RESPONSIBILITIES:**

Under the direction of the Deputy Commissioner – Health Policy and Reform, the Health Program Specialist II will work with the Legal Branch staff on health insurance policy and regulatory issues (their development and implementation); perform research and analysis; work with the Department's Health Actuarial Office staff on analysis of health insurance marketplace issues; work with the Department's Legal and Legislative branches to track state conflicts with federal law and help to develop legislative proposals to address the inconsistencies; monitor compliance of the health insurance industry with state and federal law; work with the Department's Consumer Services and Legal Branches on consumer services and enforcement issues; evaluate, analyze and report data; work with the Associate Health Program Advisors in coordinating internal working groups; Serve as the lead on some of the projects and programs of the Health Policy and Reform branch; Develop training materials for CDI staff about health care reform; Develop content to update CDI's website, consumer brochures and other educational materials about health care reform; and coordinate with other CDI staff in order to participate in policy discussions undertaken by the National Association of Insurance Commissioners (NAIC) and its members from other states.

### **DESIRABLE QUALIFICATIONS:**

- Ability to function as a highly skilled, technical program consultant
- Ability to recommend and take actions on a variety of health programs and project activities
- Knowledge of health insurance, mental health and health care services programs and trends
- Knowledge of the state legislative process
- Ability to gather, analyze and organize data related to health programs
- Strong analytical and inter-personal skills
- Excellent written and verbal communication skills; Comfort with public speaking
- Comfort and familiarity with personal computers and popular office software packages and extensive knowledge of legal research methods
- Ability to meet multiple deadlines and perform under pressure.

### **WHO MAY APPLY:**

Applications will be accepted from current State employees at the Health Program Specialist II level, those within transfer range, or individuals who have list eligibility. Training and Development Assignments may be considered. All applications will be reviewed; however, only the most qualified candidates will be interviewed. Applicants currently on SROA lists or employed by a surplus department are encouraged to apply. ***All applicants must clearly indicate the basis of their eligibility (i.e. SROA, surplus, reemployment, reinstatement, transfer, list eligibility or Training and Development Assignment) on the State application.***

### **APPLICATION PROCEDURE:**

Send a completed standard State of California application to Nicole Terrell, Department of Insurance, Human Resources Management Division, 300 Capitol Mall, Suite 1300, Sacramento, CA 95814. **Please indicate "Health Program Specialist II, #413-102-8336-XXX " on the State application.** For additional information, please contact (916) 492-3316 or [nicole.terrell@insurance.ca.gov](mailto:nicole.terrell@insurance.ca.gov).

**FINAL FILING DATE: Tuesday, May 28, 2013 by 5:00pm, Close of Business**

**NOTE: Interested Individuals, including list eligibles, must submit applications in order to be considered for this position. Possession of minimum qualifications will be verified prior to interview and/or appointment. If it is determined an applicant does not meet the minimum qualifications, the application will be forwarded to CalHR and the applicant's**

05/16/13 NT

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**DO NOT SUBMIT APPLICATIONS TO CalHR**

**AN EMPLOYER OFFERING EQUAL EMPLOYMENT OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION.**

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name may be removed from the eligibility list. If you are applying for more than one recruitment, a separate State Application (STD 678) is required for each recruitment for which you would like to be considered.

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